



## ***Give Your Job Search the Winning Edge!***

**FREE** courses offered by Los Angeles Valley College

### **30 Ways to Shine as a New Employee – 29097**

#### **Topics include:**

- Effective communication in the workplace
- Developing successful workplace habits
- Satisfying employer expectations
- Understanding workplace culture
- Setting and meeting performance goals
- Being a team player
- Getting hired and maintaining employment

### **Blueprint for Workplace Success – 29098**

#### **Topics include:**

- Creating effective resumes and cover letters
- Understanding the job market
- Personality assessment & setting goals
- Using social media in your job search
- Interviewing and networking skills

## **Class begins September 11, 2018**

Location: Administration & Career Advancement (ACA), Room 1806  
Classes meet every Tuesday and Thursday from 2:00 p.m. – 4:50 p.m.

**\*Attend 8 of 10 classes and receive a certificate recognized by the City of Los Angeles & the Los Angeles Chamber of Commerce**

### **Interested in enrolling? Here's how:**

1. Visit [lavc.edu](http://lavc.edu) and click the "Register" tab at the upper right
2. On the LACCD page, log-in or create your SIS account
3. Once logged in, click on "Academic Menu," "Add Classes."
4. Pick "Current Semester" (Fall 2018), "Continue"
5. In the "class number" box enter 29097, press "Enter," "Next," "Proceed to step 2 of 3," then "Finish Enrolling"
6. Repeat steps 3-5 to enroll in class number 29098



Enrollment questions: Contact Lilik at 818.947.2334